



Recreation Leader II

Job Code: 0112

Originated: 10/05

Salary Grade: 2125

FLSA: Non-Exempt

Revised: 12/07

EEO Code: 24

Supervisory: No

HR Ordinance Status: Classified or Part-time

Competencies Required:

CLASS SUMMARY

The Recreation Leader II supervises, plans and conducts recreation activities at a recreation site, facility or specialty area in the Community Services Department.

DISTINGUISHING CHARACTERISTICS

The Recreation Leader II is distinguished from the Recreation Leader I by the former having more knowledge, experience and independence.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Plans, organizes and conducts special events, games, sport activities and arts and crafts for children of all ages and adults at a recreation facility, Neighborhood Park or school facility.
- Communicates effectively in person and on the telephone with park patrons or program participants. Performs on-site participant registration for recreational activities.
- Oversees nightly/daily room set-up/usage by reservation groups.
- Maintains discipline, order and crowd control at activity site.
- Prepares and distributes flyers, posters and other advertisement for area programs.
- Functionally supervises and observes one or more staff members (volunteers, paid staff, community service workers) in all park areas and facilities.
- Responsible for observation of park patrons and program participants.
- Some positions serve as office manager for community center to answer phones, write reservations and verbally respond to citizens/park patrons on the phone or in person.
- Follows the City's cash handling policies and procedures.
- Transports recreation program participants in a City vehicle.
- Participates in planning, conducting and evaluating events, projects and programs. Assists Coordinators and Maintenance staff with event, project and program set up, tear down and clean up, as needed.

- Provides learning opportunities so that the Recreation Leader I's and volunteers can further develop their skills.
- Integrates safety into all aspects of recreation, planning and programming.
- Maintains safety and security of facility.
- Responsible for equipment at facility and ensures proper storage and inventory are completed daily.
- Assists maintenance staff with trash pick up, field marking and goal set-up as needed.
- Uses personal computer to prepare quality written documents, including: accident and incident reports, event flyers, e-mails and electronic timesheet.
- Perform cashier duties including greeting customers, answering the phone, handling customer inquiries, accepting payment of fees, handling cash according to city policy and procedures, issuing passes, and completing all necessary reporting and record keeping documentation.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Recreation methods and procedures.

First aid methods.

The rules and regulations and various games such as softball, baseball, basketball and table games.

A variety of active and passive game activities suitable for children, adolescents, adults, senior citizens and/or special populations.

Ability to:

Plan, organize and conduct various recreation programs and activities.

Work cooperatively with groups of all age levels and socio-economic backgrounds and other City employees.

Develop skills to maintain and solve complaints, disciplinary problems and violations of park rules.

Effectively communicate in a positive manner with all age groups, City staff and the general public.

Observe park patron behavior in all areas of the park.

Observe and functionally supervise City park personnel.

Produce quality written or typed documents.

Operate a variety of standard office equipment including a personal computer and related software, telephone, copier and fax machine.

Understand and follow oral and written instruction.

Education and Experience

A minimum of 6 months work experience in a recreation related field and or 6 months of paid customer service experience. College coursework in recreation

or related field is desirable and may be substituted for some recreation experience.

Licensing and Other Requirements

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Must follow Departmental dress and appearance standards related to clothing style, displaying tattoos, pierced body parts, hair color and style.

Successfully complete driving training, first aid and safety classes.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

This classification works under close supervision of the Recreation Coordinator, Senior Recreation Coordinator or Recreation Leader III in the Parks and Recreation Division of the Community Services Department and within standard operating procedures. The classification may provide functional direction to Recreation Leader I and volunteer positions.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Move objects 20-50 pounds long distance (greater than 20 ft.), such as setting up tables, sound and lighting equipment, booth frames and lifting trash bags.
- Work in a variety of weather conditions with exposure to the elements.
- Visual and muscular dexterity to enter data or information into a terminal, personal computer, or other keyboard device.
- Work days, evenings, weekends and holidays.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.